

Hagen Road ELEMENTARY	F Y 2 6 Library Media	COLLECTION Development Plan
----------------------------------	--	---------------------------------------

➤ ➤ *Home of the Roadrunners* ➤ ➤

Hagen Road Elementary

FY26 Collection Development Policy

Amy Alspach

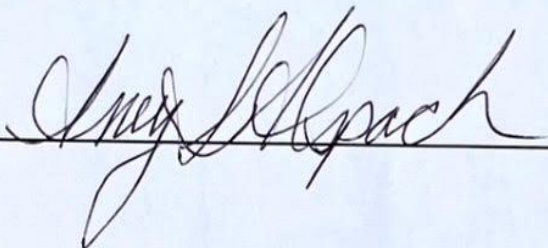
Educational Media Specialist, MLS

Signature Page

Hagen Road Elementary FY26 Collection Development Policy

Date Approved by Administration: 4 / 30 / 2025

Media Specialist Name: Mrs. Amy Alspach

Media Specialist Signature: 

Principal Name: Dr. O'Mayra Cruz

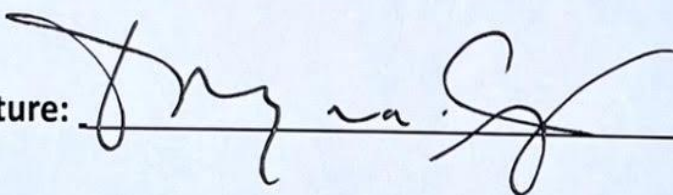
Principal Signature: 

Table of Contents

Purpose Statement	4
Background Statement & School Community	4
School Mission Statement	4
Media Center Mission Statement	5
Responsibility for Collection Management Development	5
Library Program	5-6
Goals and Objectives	6
Budget and Funding & Purchasing Plan FY26	7 - 8
Scope of the Collection	8
Equipment & Collection Development	9
Selection Evaluation and Criteria, District Procedures, Resources & Services	9 -10
Collection Analysis	11
Gifts and Donations	12
Collection Maintenance	12
Lost or Damaged Library Materials	13
Strategic Focus – Weeding & Acquisitions	13
Reconsideration of Materials & Annual Evaluation/Revision of CDP	14
Appendices	15
A - Library Bill of Rights	15
B - ALA Intellectual Freedom Statement	15
C - Board Policy 8.12	15
D - Board Policy 8.1205	15
E - Specific Material Objection Form	15

Purpose of Collection Development Policy

The purpose of a school library media center's Collection Development Plan (CDP) is to keep the library media program and collection in alignment with state law as well as school and district missions. It also helps library media specialists keep a fresh, current look at the library media program every year, for themselves as well as for school-based administrators and district library media contacts.

Collection development is a never-ending process and encourages the idea that the library media collection is a living thing – ever-changing and updating. An additional goal is to keep the collection current with information needs of the school community whether it is personal interest or research needs, as well as provide a quality fiction collection.

Background Statement & School Community

Hagen Road Elementary is a Pre-K/VPK to Grade 5 school serving a wonderfully diverse and multicultural student and family population of 762 students. According to our SIP Report, we are a family of these heritages: Hispanic, African-American, Caucasian, Asian, Haitian-Creole and American Indian. Our specialty programs include: Dual Language, Gifted, an ASD Unit, and a S.T.E.M. program. Additional programs and groups: After-school clubs, after-care and PTA.

'Our School Community' is included in a Collection Development plan because the needs of these programs and the rich heritage of our school families are certainly considered when making selections and purchases for our library media collection.

School Mission Statement

Hagen Road Elementary is committed to providing a world-class education with excellence and equity to empower each student to reach his or her highest potential with the most effective staff to foster knowledge, skills and ethics required for responsible citizenship and productive careers.

Media Center Mission Statement

Its mission is to be a welcoming, safe, fun, equitable arena to foster excellence in our students, as well as empower them to be independent, responsible, respectful, and safe users of the library's mobile, digital, electronic, hands-on and print resources, with emphasis on synthesizing use of these resources to: enhance research and critical thinking skills; support classroom lessons and State Standards; increase digital, information and language literacy; and promote a life-long love of reading in all its formats.

Responsibility for Collection Management & Development

The media specialist (and media clerk when applicable) is responsible for collection management. The media specialist is responsible for collection development. Administration, faculty, students, parents, and district stakeholders are welcome voices for suggestions about our collection. Face-to-face interactions as well as the Active Book Order Submission process per state law are ways to seek stakeholder input and feedback.

Library Program

The Library Media Program is on a fixed schedule serving Kindergarten through Fifth grade, as well as Pre-K/VPK events when applicable, e.g. Pre-K graduation and school-wide literacy events. The program supports self-selected reading/check-out for pleasure, and reading/check-out related to research. It supports the annual Battle of the Books program as well as:

- Dual Language initiatives
- Fine Arts initiatives
- S.T.E.M.
- Literacy Events
- PBIS initiatives such as weekly Hagen Heroes
- General school news

Morning show activities also include student practice with Vlogging techniques, iMovie creation, and school-wide photography including special celebratory months/days/weeks and the Pledge of Allegiance. Library media instruction includes: standards-based and hands-on activities in StoryTimes, SMART-centered activities, as well as genre and non-fiction/research activities which incorporate movement and hands-on techniques; and TechSafe instruction.

Research techniques are also supported with district Portal databases, such as PebbleGo and WorldBook Kids and World Book Early Learning. Additional Portal databases utilized in the library media program include MackinVIA and Tumblebooks.

Goals and Objectives

1. Physical Space. Besides the main room, our library media center utilizes a studio, a leveled reader room and a teachers' planning room. Our goal is to clean up these spaces to better facilitate their use for staff and students by:
 - A) Doing another round of e-Waste.
 - B) Either distributing or weeding stored textbooks
 - C) Either weeding or processing stored library books

We would like this accomplished by the end of the school year if not sooner.

2. Technology. We were so excited to get our CCTV upgrade in the FY24 year and new microphones in the FY25 school year.

For FY26, our goal is to continue to utilize our studio by:

- A) Increasing use of our upgraded green-screen capabilities
- B) Adding more video production to our daily morning show

We would like this to happen within the first weeks of the FY26 school year.

3. Collection Maintenance. For the FY26 school year, our goal is to:
 - A) Update the average age of our non-fiction collection for continued support of our math and science objectives as a school. To show growth: The average went from 1996 to 1998 as of this report. As weeding and new purchases affect our collection, we aim for 2000 or higher for an AVERAGE age in the coming year.

Budget and Funding

The LMC is given a school-based operating budget at the beginning of every school year. The school administration uses a formula to distribute the appropriated funds. The budget for the FY26 school year is expected to be similar to FY25.

<i>School-based Operating Budget</i>	<i>Budget FY25</i>	<i>FY26 Projected Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$439</i>	<i>\$439</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$356</i>	<i>\$356</i>
<i>Account 561100 - Library Books</i>	<i>\$1040</i>	<i>\$1040</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$462</i>	<i>\$462</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$518</i>	<i>\$518</i>
<i>Fundraising/ Grants</i>	<i>Budget Amount</i>	
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	<i>\$10, 901</i>	<i>\$ 12, 901 or more due to Book Fair(s)</i>
<i>State Media Allocation</i>	<i>Budget Amount</i>	
<i>Account 556110 (program 3070) - Media Books</i>	<i>\$1403</i>	<i>\$ 1403</i>

Purchasing Plan FY26

Approximate Purchasing Plan	
Purpose	Amount
Books - 3070 and 6202, including SSYRA and science-based non-fiction	approx \$2400
Wish list: Six (6) additional Ozobots. At present, we have 6 Ozobot kits, and we found much interest and success with our 4th and 5th grade utilizing the bots.	\$175.00 per kit
Supplies - consumables, incl. laminate and bulletin board paper, copy paper, construction paper	approx. \$400
Wish List: Poster Maker, modernized equipment to that will work with our computers	approx. \$3,000
Total:	\$ 6,850

Scope of the Collection

The scope of our library book collection includes print books and eBooks. They range 001-999 in the Dewey Decimal System and include science, coding and biography titles. Additional sections include: easy picture books, leveled readers, chapter books, fiction arranged by genre, and Spanish fiction and non-fiction. Additional resources include 24/7 accessible district portal databases and eBook databases. Media-center-based technology for use in the library media program:

- in-house TV studio,
- SMART Board,
- Chromebook center
- iPad and iMac center
- simple coding robot kits, e.g. Coding Critters and Ozobots
- and a collection of hands-on activities.

Our teacher planning room: class novel sets, district resources, bulletin board paper, copier, poster maker, laminator and Ellis die cuts. It is important to note that materials will support both curriculum and pleasure reading as per School Board Policy 8.12 per Section : 5 D. Also per District policy, the collection will be arranged in standard Dewey order per Section 8: Management of Library Media Instructional Materials. This link references Sections 5D and Section 8: [School Board Policy 8.12](#).

Equipment

Teachers' planning room: laminator, poster maker, copy machine, Ellison die cuts, bulletin board paper stands

Main room: LCD projector/computer, SMART Board, Chromebooks, desktop computers

CCTV studio: computers, laptops, cameras, visual and audio technology

A/V equipment: CD Players, DVD players

Mobile devices: 6 Chromebooks for student lab and HRTV , 1 Chromebook for mobile check-out

Additional computers: (2) MacBook Airs for shared campus needs including HRTV, video production and 3D printer

iPads: (7) total. 2 of them are Internet-connected. 5 iPads located in ITSA's office at present.

Collection Development

The purpose of a school library media center's Collection Development Policy/Plan (CDP) is to keep the library media program and collection in alignment with state law as well as school and district missions. It also helps library media specialists keep a fresh, current look at the library media program every year, for themselves as well as for school-based administrators and district library media contacts. Collection development is a never-ending process and encourages the idea that the library media collection is a living thing – ever-changing and updating. An additional goal is to keep the collection current with information needs of the school community whether it is personal interest or research needs, as well as provide a quality fiction collection.

Selection and Evaluation Criteria

The library media specialist is in charge of collection development and uses professional judgment, school board policy language about Selection, faculty, administrative and student input, and professional resources such as Book Links, Follett TitleWave, Horn Book and Book List. Since Hagen is a Dual Language school, the HRESL Media collection also houses Spanish-language non-fiction, picture book, chapter book and DVD resources. This collection is maintained as part of the library media center's collection development plan. Book purchases include the Sunshine State Young Readers and Florida Reading Association chapter and picture books/Children's book award state-wide reading initiatives. Students are also taught how to access eBook collections via Destiny and MackinVIA. The process outlined here is founded in School Board Policy and is critical to a library collection's development and upkeep.

District-Wide Procedures for Selecting and Developing Library Collections

[School Board Policy 8.12](#) sets out the procedures for selecting and developing library collections.

These procedures are followed District-wide.

District Resources And Services












The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog, including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and research;
- Providing guidance and training to school library media staff in program planning, curriculum development, budget, technology, collection maintenance, facility use, and media production;
- Participating in inter-departmental curriculum development, facility planning, personnel staffing, and task forces at the administrative level;
- Managing technical services for acquiring and processing resources for schools;
- Distributing to schools and monitoring categorical and capital budgets allocated for library programs and
- Fostering a global range of services that facilitate the transformation of school-based library activities to meet the changing needs of an information society.

The School District Library Media Services Department collaborates with other District departments, including the Department of Educational Technology, to provide selected electronic information, the technology to access it, and the training needed to efficiently and effectively search for and find specific facts.

Collection Analysis

The collection is developed for and influenced by students, their interests, academic needs, and alignment with the curriculum. The data below is a snapshot of the collection based on a Titlewise Analysis.

			
22,948 Items in the Collection	30 Items per Student	31% Fiction Titles in the Collection	33% Percent of nonfiction in the collection
Library media resources are curated to include recently published works and classics that rightfully impact the average age of the collection.			
	1998 (1996 last year) Average Age of the Collection	66% Aged Titles	3% Newer than 5 Years
Library media resources should be representative of the school.		Skills for Lifelong Learning (SLL) library media resources can contribute to character development.	
			
20% Representative Titles in Collection	2000 Representative Titles Average Age	28% SEL Titles in Collection	2002 SEL Titles Average Age

Collection Analysis By Category

This section provides a detailed look at the current library collection by classification and genre. It was gathered from Follett Destiny, the library management system, and Titlewave, the vendor's ordering and analysis tool.

Section	# of Titles	Average Age (year)
Computer Science, Information & General Works	72	2008
Philosophy & Psychology	86	1999
Religion	63	1993
Social Sciences	1,460	1991
Language	138	1992
Science	1,887	1999
Technology	924	1999
Arts & Recreation	1,031	2001
Literature	383	1988
History & Geography	1,206	1994
Biography	1,366	1995
Easy	5,111	1996
General Fiction	6812	2003
Graphic Novels	23	2000

Gifts and Donations

Any books gifted or donated to the school must meet the same selection criteria as all other materials. No materials will be added to the collection if they are out-of-date or age-inappropriate simply because they were donated. All gifts and donations must follow the same processes as new book orders.

Collection Maintenance

Inventory will be completed on a three-year rotation as per [Board Policy 8.12 \(8\)](#). The rotation plan is as follows: FY26 Fiction, FY27 Fiction, FY28 Non-Fiction. The Fiction collection is housed on the tall shelves along the walls of the library. The books are labeled on spines and shelves, organized by genre (humorous, mystery, fantasy, etc.) The Non-Fiction collection is housed in the central short shelves; it utilizes the Dewey Decimal system. The Spanish collection is housed in Aisle 6 (Fiction) and in the short, central shelves (Non-Fiction); the titles are spine-labeled "Espanol" and "Bi-lingual". The Easy picture book section is in Aisle 1, organized by author. Leveled Readers are housed in the Easy Picture section and also in accessible racks for young readers.

Lost or Damaged Library Materials

Our school does a school-wide year-end push each May for the return of library books. We use celebrations, incentives and family communication, e.g. written reminders, newsletters and teacher assistance. For outgoing fifth grade students who have outstanding book check-outs, we send home a principal letter. The media specialist and the administration annually communicate and work together to address those students who have not returned their library books, using School Board Policy 2.21B(9) for guidance when the need arises: “If a student loses or damages District property, including library books and textbooks loaned to said student, said student shall be required to pay for, replace or repair said district property.”

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY26	Selection/Purchasing Priorities <ul style="list-style-type: none"> ● S.T.E.M. & Technology Non-fiction ● SSYRA Fiction ● Leveled Readers
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● Easy Picture Books ● Fiction ● Fiction (INVENTORY)
FY27	Selection/Purchasing Priorities <ul style="list-style-type: none"> ● S.T.E.M. & Technology Non-fiction ● SSYRA Fiction ● Easy Picture Books
	Inventory/ Weeding Priorities <ul style="list-style-type: none"> ● S.T.E.M. & Technology Non-fiction ● SSYRA/Battle of the Books Fiction ● Easy Picture Books (INVENTORY)
FY28	Selection/Purchasing Priorities <ul style="list-style-type: none"> ● Leveled Readers for Grades K&1 ● SSYRA/Battle of the Books Fiction ● Age-appropriate graphic novels
	Inventory Priorities <ul style="list-style-type: none"> ● History ● Countries ● Non-Fiction (INVENTORY)

Reconsideration of Materials

Hagen Road Elementary follows Board Policy 8.1205 on challenged materials, including books. Policy 8.1205 and the Specific Material Objection forms are linked on Page 15 of the Appendix. Hagen Road Elementary follows Board Policy 8.125 when issues regarding Reconsideration of Materials, i.e. book challenges. Please see Board Policy, Appendix E, page 24.

Annual Evaluation and Revision of CDP

This collection development plan will be reviewed each school year.

Appendices

A: Library Bill of Rights

"Library Bill of Rights", American Library Association, June 30, 2006.

[Link](#) (Accessed February 3, 2025)

Document ID: d03f6aae-7e51-46b3-afed-50fa0809f8ca

B: Intellectual Freedom Statement

"The Freedom to Read Statement", American Library Association, July 26, 2006.

[Link](#) (Accessed February 3, 2025)

Document ID: 24cc13f0-22e4-4c16-ba92-d68ee65b9e28

C: Policy 8.12 - Selection of Library Media Center Materials, Classroom Library Materials, and Reading List Materials

School Board of Palm Beach County (November 14, 2023). Selection of Library Media Center Materials and Reading List Materials.

[Link](#) (Accessed February 3, 2025)

D: Policy 8.1205 - Objection Procedures for Specific Library Media Center, Classroom Library, Reading List, Supplemental or Instructional Materials That Have Not Gone Through the Board Adoption Process

School Board of Palm Beach County (November 14, 2023). Objection Procedures for Specific Library Media Center, Classroom Library, Reading List, Supplemental or Instructional Materials That Have Not Gone Through the Board Adoption Process.

[Link](#) (Accessed February 3, 2025)

E: Specific Material Objection Form

School Board of Palm Beach County (November 14, 2023). Specific Material Objection Form.

[Link](#) (Accessed February 3, 2025)